

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOJ0108958

DATE POSTED: 07/21/14

POSITION NO: 291158

CLOSING DATE: 08/01/14

POSITION TITLE: Deputy Chief Prosecutor

DEPARTMENT NAME / WORKSITE: DOJ/Office of the Chief Prosecutor - Window Rock, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: Z70A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: 75,275.20 PER ANNUM

SEASONAL: ☐ DURATION : 36.19 PER HOUR

TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Under administrative direction of the Chief Prosecutor, provides administrative and managerial support to the Chief Prosecutor and the Offices of the Prosecutor. Fully participates and shares in the overall management of the administrative office and district offices and exercises full prosecutorial authority; supervises professional staff. Assures that the success of specific functions are consistent with program plans and objectives by monitoring and evaluating program progress. Makes recommendations with the Chief Prosecutor in changing program plans, goals, work plans, schedules, procedures, and etc. as necessary; assists with the development and implementation of policies, procedures and budgetary functions. Accomplishes functions through supervisors and prosecutors at the administrative and district offices. Coordinates all central administrative office activities with various Provides technical guidance to administrative and district staff and related law enforcement agencies, government, and state agencies. Assist in research and gathering of physical evidence with law enforcement and related agencies. Review and assign cases to supervisors and/or Senior Prosecutors. Determine importance of case(s) warranting prosecution. Assist prosecutorial staff in the development of case plans, calendaring, strategies, evidence, and other investigative matters of significant importance. Attends arraignments and brings cases before the courts of law within the purview of the Navajo Nation. Represents the office and serves on various committees, organizations, state and federal agencies. Maintain effective work relationships with officials from all levels of government and the general public. Address oversight committee on related prosecutorial administrative matters. Assist and provide recommendations on annual budgetary functions and reporting. Address personnel matters in collaboration with the Chief Prosecutor.

This position is sedentary with potential for high levels of stress. ***This position at the pleasure of the Chief Prosecutor.***

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Juris Doctorate; and six (6) years of progressive experience as a tribal lawyer in criminal law, civil law, administrative law employment law, taxation, and/or other relevant fields, two (2) years of which must have been in a managing and supervising a law office.

**Preferred Qualifications:**

- Six (6) years of professional experience practicing law, criminal and tribal experience.
- FMIS Certification.

**Special Requirements:**

- Must be eligible for and maintain membership in the Navajo Nation Bar Association and licensed to practice in the State of Arizona, New Mexico or Utah.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledgeable in Navajo Nation Laws and applicable state and federal statutes, rules, and regulations; Federal Indian Law, prosecution, juvenile justice and white collar crime; principles of management, administration, supervisory, accounting, bookkeeping, etc.; principles and practices of methods of legal research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques. Skilled in legal research, effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled; assessing analyzing and

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**